



**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin**

ISSUE DATE: January 20, 2000

CLOSING DATE: Open Continuously

Recruiting Bulletin No. KC-78

Kansas City Accuracy and Coverage Evaluation Regional Office
Kansas City, Missouri

Position: ACE Clerk (Team)

GG-0303-03: Salary \$18,278

GG-0303-04: Salary \$20,517

GG-0303-05: Salary \$22,956

PROMOTION POTENTIAL: GG- 05

2 VACANCIES

DUTY STATION: KANSAS CITY, MISSOURI

EXCEPTED SERVICE APPOINTMENT: 1 VACANCY IS NOT TO EXCEED 12/30/00 AND 1 VACANCY IS NOT TO EXCEED 03/24/01.

AREA OF CONSIDERATION: All Qualified Applicants in the Kansas City Metropolitan Area.

DUTIES: Provides general clerical support for the office. Answers routine questions; obtains/maintains office supplies. Maintains and updates office filing system. Types forms, memoranda and correspondence. Operates various office machines. Maintains communication with and provides support to internal staff.

QUALIFICATIONS: **GG-3:** 6 months general experience or 1 year of education above the high school level. **GG-4:** 1 year of general experience or 2 years of education above the high school level. **General experience** is defined as progressively responsible clerical, office, or other work that indicates the ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled. **GG-5:** 1 year of specialized experience equivalent to at least the next lower grade level or a 4 year course of study leading to a bachelor's degree. **Specialized experience** is defined as follows: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, the specialized experience must be equivalent to the next lower grade level. If applicant is qualifying based on **Education**, they **MUST** submit a copy of college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number or credit hours. Applicants selected for position will be required to supply original transcripts.

BASIS OF RATING: Applicants must meet the minimum qualifications listed above and pass a **Bureau of the Census written exam**. Please contact the Recruiting Office on **816-801-2000** to schedule an appointment.

Payment of relocation expenses IS NOT authorized.

For further information on this vacancy, contact Jane Dunlap, 913-551-6764.

HOW TO APPLY: Applicant must submit a separate completed Application for Federal Employment (SF-171), Optional Application for Federal Employment (OF-612), or a resume for each grade level for which you are applying. List your work duties and accomplishments relating to the job for which you are applying. The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, title, and lowest grade acceptable.
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number.
- Country of citizenship
- Veteran's Preference - Applicants claiming 10-point veteran's preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point veteran's preference. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.

- Highest Federal civilian grade held (if applicable).
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.
- Disabled veterans or any other applicants eligible for non-competitive appointments, should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling the Assistant Regional Census Manager, 816-801-2050.
- Complete application package must be received by the closing date of the bulletin and submitted to: Bureau of the Census; Gateway Tower II; 400 State Avenue, Room 600; Kansas City, KS 66101; ATTN: Jane Dunlap

APPLICATION DEADLINE: Application materials must be received by the **closing date** of the recruiting bulletin. Applications received after this date will not be considered. For Bulletins that are **open continuously**, the first cut off will be 10 to 14 days after the opening date.

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule which may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., Driver's License and Social Security Card).

ADDITIONAL INFORMATION:

- Employees who receive a Voluntary Separation Incentive Payment (VSIP) or "Buyout" and subsequently return to a position in a Federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it.

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.